



Job Opportunity Bulletin Student Assistant

Tenure/Timebase:	Temporary/Intermittent
Work Schedule:	8:00 a.m. - 5:00 p.m.
Location:	CA Commission on Teacher Credentialing Fiscal & Business Services Section 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$1362 - \$1456/month Range B: \$1456 - \$1565/month Range C: \$1565 - \$1681/month Range D: \$1681 - \$1814/month
Final Filing Date:	May 17, 2006 or until filled
Contact:	Crista Hill (916) 322-3459

DUTIES:

Under the direction of the Staff Services Manager II of the Fiscal and Business Services Section, the Student Assistant is responsible for the following duties:

- Reviews, codes, and processes invoices from business vendors for transmitting to the Department of General Services, Contracted Fiscal Services (DGS – CFS). Ensures that all invoices contain proper signatures and are processed in a timely manner.
- Responds to general queries from the public, vendors and other claimants regarding the receipt of payment for goods and services.
- Maintains and modifies the invoice tracking database as appropriate. Prepares ad hoc reports for Section Manager.
- Releases Payroll warrants and Travel Expense Claim warrants to staff. Maintains the applicable databases as appropriate.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.
Must be enrolled in a minimum of six semester units at a college or university.

DESIRABLE QUALIFICATIONS:

- Ability to work independently and in a team environment
- Good organizational skills
- Dependable and good work ethics
- Strong verbal and written communication skills
- Good attendance, punctuality, and work attitude
- General knowledge of the Microsoft Office and databases

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application to the above address, Attn: Crista Hill. Applicants must clearly indicate RPA No. 06-145 on the front of the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.